



Public Improvement ☐ Yes ☐ No (A)
IDOT Permit No. (B)
Utility Reference No. (C)

I (We) (D) _____, (E) _____
Name of Applicant Mailing Address
(F) (G) _____, hereinafter termed the Permittee,
City State & Zip
request permission and authority to occupy, and to do certain work herein described on, the right-of-way of the State highway
known as (H) _____, Section _____
from (I) _____ to _____ in (J) _____ County.
The work is described in detail below and/or on the attached sketch or plans.

(K)

This permit covers the operation and presence of specified equipment, material or facility on the right-of-way that may be related to the authorized work. A copy of this permit must be present when crews or equipment occupy highway right-of way. Failure to comply may result in the cessation of all construction.

This permit is subject to conditions and restrictions of Part 530 of Title 92 of the Illinois Administrative Code, Accommodation of Utilities on Right-of-Way of the Illinois State Highway System. The removal, relocation or modification of facilities permitted to occupy the right-of-way is governed by Section 9-113 of the Illinois Highway Code, as amended by Public Act 92-0470. The Permittee agrees to comply with the requirements of these laws and with all terms and conditions established by this permit. This permit is subject to revocation by the Department on violation of the terms and conditions governing its use.

(L) (M)
Signature of Agent for Permittee Date
(N)
Name of Permittee (Print or Type)
(O)
Mailing Address
(P)
City State Zip

The work authorized by this permit shall be completed by (Q) _____ or within _____ days after the date of approval by the Department, otherwise the permit will be considered null and void.

Public Improvement Projects only: The anticipated letting date is (R) _____

This permit allowing occupancy and work on state right-of-way is approved. The Utility Coordination Council established by the Department in the area covered by this permit is (S) _____

(T) _____
Department of Transportation Date

This permit is subject to the conditions and restrictions established in accordance with the Illinois Highway Code and Part 530 of Title 92 of the Illinois Administrative Code including but not limited to the following:

- (1) The applicant represents all parties in interest and shall furnish material, do all work, pay all costs and shall in a reasonable length of time restore the damaged portions of the highway to a condition similar or equal to that existing before the commencement of the described work, including any landscape restoration necessary. (See Section 530.250 of Title 92).
- (2) The proposed work shall be located and constructed to the satisfaction of the Regional Engineer or his duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the Regional Engineer or his duly authorized representative (See Section 530.200 of Title 92). **In certain circumstances the Department may require that the construction plans and/or the as-built documents be sealed by an Illinois Registered Professional Engineer.** Typical of such projects would be petroleum or gas pipelines.
- (3) The applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. All signs, barricades, flaggers, etc., required for traffic control shall be furnished by the applicant. (See Section 530.240 of Title 92).
- (4) The applicant must ascertain the presence of Highway Authority Agreements established in accordance with 35 Ill. Admin. Code Section 742.1020 in the path of its proposed installation and take precautions to protect its workers, human health and the environment in those areas. (See Section 530.240 of Title 92). Where contamination is encountered through excavation in the ROW, it should be managed offsite and IDOT's generator number for the appropriate county may be used.
- (5) The applicant shall not trim, cut or in any way disturb any trees or shrubbery along the highway without the approval of the Regional Engineer or his duly authorized representative. (See Section 530.600 of Title 92).
- (6) The facilities authorized to occupy the right-of-way by this permit are subject to removal, relocation or modification by the permittee at no expense to the State on notice given by the Department in accordance with Section 9-113 of the Illinois Highway Code, as amended. Participation by the permittee in the UTILITY Coordination Council identified on page one of this permit is required as a condition of this permit. Permittee shall cooperate with the Department with the scheduling of any removal, relocation or modification deemed necessary for highway or highway safety purposes, and, if Utility Coordination Council participation is required by this permit, with the activities of the council identified on the first page of this permit. (See Section 9-113 of the Illinois Highway Code.) Use of and compliance with current IDOT Traffic Control Standards will be required.
- (7) If the applicant and the District cannot agree either on whether the permit should be issued or on what conditions would be appropriate, the applicant may, within 30 days of the issuance of written notice of the District's position, appeal the District's determination to the Chief of the Department's Central Bureau of Operations. (See Section 530.900 of Title 92).
- (8) The permittee agrees to fully comply with the following legal obligations in advance of entering and while upon any Right-of-way within the Illinois State Highway System.
 - a) Only a permit issued by the Department under this Part will satisfy the "written consent" requirement of Section 9-113 of the Illinois Highway Code (the Code).
 - b) A permit from the Department grants a license only to undertake certain activities in accordance with this Part on a State right-of-way, and does not create a property right or grant authority to the permittee to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is owned as an easement or dedication of right of way, an owner of an easement, or another permittee.
 - c) It shall be the responsibility of the permittee to ascertain the presence and location of existing above-ground or underground facilities on the highway right-of-way to be occupied by their proposed facilities. The Department will make its permit records available to a permittee for the purpose of identifying possible facilities. When notified of an excavation or when requested by the Department, a permittee shall locate, physically mark, and indicate the depth of its underground facilities within 48 hours excluding weekends and holidays.
 - d) The permittee shall avoid conflicts with any existing underground or above-ground facilities on or near the highway right-of-way. Both the Department and J.U.L.I.E. are to be contacted for assistance during the application process.
 - e) The permittee shall comply with all other applicable laws relating to the placement of utility lines.
 - f) The issuance of a utility permit by the Department does not excuse the permittee from complying with any existing statutes, local regulations or requirements of other Department (e.g., oversize and overweight vehicles) or the requirements of other State agencies including, but not limited to, the following:

Illinois Commerce Commission, Illinois Department of Agriculture
Illinois Department of Natural Resources, Illinois Department of Mines and Minerals
Illinois Environmental Protection Agency, Illinois Historic Preservation Agency
 - g) Rights of abutting and underlying property owners are protected by common law and Sections 9-113 and 9-127 of the Code. The permittee will address these rights prior to initiating activities on State right-of-way. The Department will not be a party in any negotiations between the utility and abutting property owners.
 - h) In no case shall the permit give or be construed to give an entity any easement, leasehold or other property interest of any kind in, upon, under, above or along the State highway right-of-way.
 - i) Each person responsible for a utility, in place on the effective date of this Part, on a State highway right-of-way shall notify the Department in writing, if that facility does not comply with this Part. The Department shall treat such a notice as a request for a variance under Section 530.130. Until informed that a variance will not be granted, a person responsible for a pre-existing utility will not be in violation of this Part. The failure to provide such notice constitutes a violation of this Part and of the utility accommodation permit (if any) and would justify the imposition of the sanctions set forth in Section 530.810.

Work to be coordinated with Department Representatives:

_____ (u) _____ Phone ()
_____ Phone ()

Utility Contact Person:

_____ (v) _____ Phone ()

Work to be done by:

Contractor: _____ (w)
Daytime Phone: () _____ (x) Emergency Phone: ()

Traffic control operation:

Number of lane closures: _____ (y) Time of closures: _____

LIST THE FOLLOWING INFORMATION ON UTILITY PERMIT FORM:

- A) Check the appropriate box yes/no if the utility work is in conjunction with an IDOT roadway improvement project.
- B) Leave this blank – to be assigned by IDOT
- C) List the utility company reference number or work order number to be used on any correspondence regarding permit application.
- D) Company name
- E) Company mailing address
- F) City
- G) State/zip code
- H) State route number (ie. IL 47, US 6) where work is to be performed.
- I) Describe utility work location along state highway, referencing nearest side roads (ie. from ½ mile east of IL 47 to N300 Rd). Include name of city/town/village. (This information can be listed in the detailed description space below).
- J) County where work is to be performed.
- K) Detailed description - Provide a complete description of proposed work within the right of way. Include location of work, type of work, installation method, etc. (i.e. directional bore fiber optic cable at 3 foot offset south right of way line at five foot depth).
- L) Authorized signature by Utility Company representative or permit applicant.
- M) Date signed by authorized Utility Company representative or permit applicant.
- N) Company name
- O) Company mailing address
- P) City/State/ Zip code
- Q) Leave blank – to be filled in by IDOT
- R) IDOT roadway project letting date, if known
- S) List the IDOT District that permit is being submitted to (i.e. District 3)
- T) Leave blank – to be signed by IDOT
- U) Include IDOT representative name if known
- V) Utility company contact person and phone number
- W) If utility work is to be contracted out, include name of contractor doing work.
- X) Contractor phone numbers
- Y) If lane closures are required for the utility work, include number and time of closures.

ATTACH A DRAWING SHOWING PROPOSED WORK, INCLUDE THE FOLLOWING:

- 1) Location map to clarify project location and show project limits.
- 2) Detailed drawing of proposed utility work. Include proposed utility location (offsets from right of way and roadway center line or edge of pavement), proposed depths, method of installation (open trench, directional bore, aerial), location of bore pits. Drawings should have specific landmarks for reference (cross streets, etc.). Scaled drawings are preferred. Work in association with IDOT roadway improvement projects should include roadway stationing.
- 3) Type and size of facility being installed, including number and type of ducts.
- 4) Utility companies installing pipes (pipeline companies) should include proposed pipe size, design, construction class and operating pressures.
- 5) Show bore pits with proper dimensions from edge of pavement.
 - Conventional Highways – 10' plus the depth of pit from edge of pavement
 - Interstate Highways – 30' from edge of pavement
- 6) Any trees to be trimmed or removed as part of the utility work should be clearly shown on the permit.
- 7) Any deviation from the Utility Accommodation Policy requires justification. Show any proposed deviation on the drawing and furnish an explanation.
- 8) Traffic control plan

ADDITIONAL APPLICATION INFORMATION:

- 1) Send 5 copies of the signed permit application and 5 copies of the drawings.
- 2) Verbal authorizations are prohibited unless the company has a justifiable emergency. A company's lack of sending permit application in a timely manner does not constitute an emergency.
- 3) Be sure utility crews have the approved permit at the worksite and are using appropriate traffic control.

- 4) Send permit application and drawings to:
Illinois Department of Transportation
Permit Section Chief
700 East Norris Drive
Ottawa, IL 61350